

Class Title: Eligibility Assistant

Class Code: 006116

Examination Method

Minimum Qualifications Evaluation: Employment applications for Eligibility Assistant will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the test if they wish to be considered for currently posted position vacancies.**

Computer-Administered Test: To be eligible for employment consideration, qualified applicants must attain a passing score on a computer-administered test for Eligibility Assistant. The test takes approximately two (2) to three (3) hours to complete.

Test Content Summary

The computer-administered test for Eligibility Assistant consists of five test components. Applicants must attain a passing score on all five components to be eligible for employment consideration in the job of Eligibility Assistant. An applicant's rank or standing on an employment register for Eligibility Assistant is based on a combination of the five component scores described below.

Forms Data Entry - This test component requires you to use a computer keyboard to enter information from simulated customer/client application forms. There are 30 application forms to be keyed. You are given 15 minutes to accurately key as many of these forms as you can.

Comparing Copy - This test component consists of 15 questions which will assess the ability to identify errors in copied materials. Each question consists of one or more lines of original information and one or more lines of copied information from which inconsistencies or errors are to be identified.

Coding Information - This test component contains 15 questions that have been designed to assess the ability to identify a correct code from a table when given a narrative description.

Word Meanings - This test component contains 20 items that have been designed to assess word usage ability.

Reading Comprehension - This test component consists of 17 questions designed to assess the ability to read selected written passages and then answer questions about the content of the material.

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).